

For use of this form see AR 215-3; the proponent agency is ASA (M&RA)

APD LC v1.02ES



DEPARTMENT OF THE ARMY

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Dear

is being considered by this office
for a Nonappropriated Fund position as

In the application for employment, the candidate indicates:

☐ your name as a reference

☐ association with your organization from

The Department of the Army is charged with the responsibility of administering certain critical programs both at home and abroad. It is essential that these programs be administered in a manner which reflects to the credit of this Government. Therefore, it is necessary that individuals selected for employment be fully qualified and have personal characteristics and loyalty which are above reproach.

In selecting applicants we must depend in a large measure upon information and advice given us by persons who have been associated with them. It will be appreciated, therefore, if you will furnish, to the best of your knowledge, information as indicated on the enclosed DA Form 3439. Your frank evaluation will be of great assistance to us in determining the applicant's suitability for selection for the above position.

The information you provide, including your identity, will be disclosed to the person identified above if he or she should so request.

Inasmuch as final selection for this position will be influenced by your reply, we shall appreciate hearing from you as soon as possible. We are enclosing a self-addressed envelope which requires no postage.

Sincerely yours,

Enclosure